



*United States Bankruptcy Court
Eastern District of Wisconsin
Office of the Clerk*

***APPENDIX¹
to the
LOCAL RULES***

This document is maintained by the Clerk's Office of the United States Bankruptcy Court for the Eastern District of Wisconsin. It is intended to be used as an appendix to the court's local rules, or as a stand-alone document. In either case its purpose is to provide information to assist practitioners, parties and the public in this district.

We welcome feedback regarding the contents, design and usefulness of this document. Please contact a member of the Clerk's staff at 414 297-3291, extension 3200, or webteam_wieb@wieb.uscourts.gov.

Christopher L. Austin
Clerk of Court

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SECTION ONE

FILING REQUIREMENTS AND FEES

Chapter 7			
Required Lists, Schedules, Statements and Fees	Minimum Filing Requirement	Exception to Filing Requirement (<u>Minimum Requirement Exception Only</u>)	Form # (Official Form Unless Noted)
Filing Fee of \$299.00, or	✓	<u>Form 3A or 3B is filed</u>	N/A
Application to Pay Filing Fee in Installments, or		Filing fee is paid or Form 3B is filed	3A
Application for Waiver of the Chapter 7 Filing Fee		Filing fee is paid or Form 3A is filed	3B
Voluntary Petition	✓		1
Exhibit D, or	✓	Debtor is not an individual	1, Exhibit D
Certificate of Credit Counseling, or		Debtor is not an individual; or files a <u>certificate of exigent circumstances</u> , or a request for determination	UST's Certificate of Counseling
Certificate of Exigent Circumstances, or		Debtor is not an individual; or files a certificate of credit counseling, or a request for determination	N/A
Request for a determination by the court that the debtor is unable to complete a credit briefing		Debtor is not an individual; or files a certificate of credit counseling, or a <u>certificate of exigent circumstances</u>	N/A
Mailing Matrix (<i>Names and addresses of all entities from Schedules D, E, F, G, and H</i>)	✓		Local Form (see Appendix)
Notice to Individual Debtor with Primarily Consumer Debts		Deposit in mail to debtor prior to case opening if missing.	1
Notice to Debtor by "bankruptcy petition preparer"	✓	No petition preparer involved	19B
Statement of Social Security Number	✓	Debtor is not an individual	Local Form (see Appendix)
Statement disclosing compensation paid or to be paid to a "bankruptcy petition preparer"	✓	No petition preparer involved	B 280
Statement of Current Monthly Income, etc.		Debtor is not an individual or has primarily business debts	22A
Schedules A, B, C, D, E, F - assets and liabilities			6
Schedule G - executory contracts and unexpired leases			6

Chapter 7			
Required Lists, Schedules, Statements and Fees	Minimum Filing Requirement	Exception to Filing Requirement (<u>Minimum Requirement Exception Only</u>)	Form # (Official Form Unless Noted)
Schedules I and J - current income and expenditures			6
Summary of Schedules (with Statistical Summary of Certain Liabilities and Related Data)		Debtor is not an individual	6
Statement of Financial Affairs			7
Declaration Concerning Debtor's Schedules			6
Statement disclosing any reasonably anticipated increase in income or expenditures over the 12-month period following the date of the filing of the petition			N/A
Statement of the amount of monthly net income, itemized to show how the amount is calculated			6J

Chapter 11 - Reorganization			
Required Lists, Schedules, Statements and Fees	Minimum Filing Requirement	Exception to Filing Requirement (<u>Minimum Requirement Exception Only</u>)	Form # (Official Form Unless Noted)
Filing Fee of \$1039.00, or	✓	<u>Form 3A is filed</u>	N/A
Application to Pay Filing Fee in Installments		Filing fee is paid or debtor is not an individual	3A
Voluntary Petition	✓		1
Exhibit D, or	✓	Debtor is not an individual	1, Exhibit D
Certificate of Credit Counseling, or		Debtor is not an individual; or files a <u>certificate of exigent circumstances</u> , or a request for determination	UST's Certificate of Counseling
Certificate of Exigent Circumstances, or		Debtor is not an individual; or files a certificate of credit counseling, or a request for determination	N/A
Request for a determination by the court that the debtor is unable to complete a credit briefing		Debtor is not an individual; or files a certificate of credit counseling, or a <u>certificate of exigent circumstances</u>	N/A
List of Creditors Holding the 20 Largest Unsecured Claims	✓		4

Chapter 11 - Reorganization

Required Lists, Schedules, Statements and Fees	Minimum Filing Requirement	Exception to Filing Requirement (<u>Minimum Requirement Exception Only</u>)	Form # (Official Form Unless Noted)
Declaration Under Penalty of Perjury on Behalf of a Corporation or Partnership	✓	Debtor is not a corporation or partnership	2
Mailing Matrix (Names and addresses of all entities from Schedules D, E, F, G, and H)	✓		Local Form (see Appendix)
Notice to Individual Debtor with Primarily Consumer Debts		Deposit in mail to debtor prior to case opening if missing.	1
Notice to Debtor by "bankruptcy petition preparer"	✓	No petition preparer involved	19B
Statement of Social Security Number	✓	Debtor is not an individual	Local Form (see Appendix)
Statement disclosing compensation paid or to be paid to a "bankruptcy petition preparer"	✓	No petition preparer involved	B 280
Statement of Current Monthly Income, etc.		Debtor is not an individual	22B
Schedules A, B, C, D, E, F - assets and liabilities			6
Schedule G - executory contracts and unexpired leases			6
Schedules I and J - current income and expenditures			6
Summary of Schedules (with Statistical Summary of Certain Liabilities and Related Data)		Debtor is not an individual	6
Statement of Financial Affairs			7
Declaration Concerning Debtor's Schedules			6
Statement disclosing any reasonably anticipated increase in income or expenditures over the 12-month period following the date of the filing of the petition			N/A
Statement of the amount of monthly net income, itemized to show how the amount is calculated			6J

Chapter 12 - Adjustment of Debts of a Family Farmer or Fisherman with Regular Income

Required Lists, Schedules, Statements and Fees	Minimum Filing Requirement	Exception to Filing Requirement (<u>Minimum Requirement Exception Only</u>)	Form # (Official Form Unless Noted)
Filing Fee of \$239.00, or	✓	<u>Form 3A is filed</u>	N/A
Application to Pay Filing Fee in Installments		Filing fee is paid	3A

Chapter 12 - Adjustment of Debts of a Family Farmer or Fisherman with Regular Income

Required Lists, Schedules, Statements and Fees	Minimum Filing Requirement	Exception to Filing Requirement (<u>Minimum Requirement Exception Only</u>)	Form # (Official Form Unless Noted)
Voluntary Petition	✓		1
Exhibit D, or	✓	Debtor is not an individual	1, Exhibit D
Certificate of Credit Counseling, or		Debtor is not an individual; or files a <u>certificate of exigent circumstances</u> , or a request for determination	UST's Certificate of Counseling
Certificate of Exigent Circumstances, or		Debtor is not an individual; or files a certificate of credit counseling, or a request for determination	N/A
Request for a determination by the court that the debtor is unable to complete a credit briefing		Debtor is not an individual; or files a certificate of credit counseling, or a <u>certificate of exigent circumstances</u>	N/A
Mailing Matrix (<i>Names and addresses of all entities from Schedules D, E, F, G, and H</i>)	✓		Local Form (see Appendix)
Notice to Individual Debtor with Primarily Consumer Debts		Deposit in mail to debtor prior to case opening if missing.	1
Notice to Debtor by "bankruptcy petition preparer"	✓	No petition preparer involved	19B
Statement of Social Security Number	✓	Debtor is not an individual	Local Form (see Appendix)
Statement disclosing compensation paid or to be paid to a "bankruptcy petition preparer"	✓	No petition preparer involved	B 280
Schedules A, B, C, D, E, F - assets and liabilities			6
Schedule G - executory contracts and unexpired leases			6
Schedules I and J - current income and expenditures			6
Summary of Schedules (with Statistical Summary of Certain Liabilities and Related Data)		Debtor is not an individual	6
Statement of Financial Affairs			7
Declaration Concerning Debtor's Schedules			6
Statement disclosing any reasonably anticipated increase in income or expenditures over the 12-month period following the date of the filing of the petition			N/A
Statement of the amount of monthly net income, itemized to show how the amount is calculated			6J

Chapter 13 - Adjustment of Debts of an Individual with Regular Income

Required Lists, Schedules, Statements and Fees	Minimum Filing Requirement	Exception to Filing Requirement (<u>Minimum Requirement Exception Only</u>)	Form # (Official Form Unless Noted)
Filing Fee of \$274.00, or	✓	<u>Form 3A is filed</u>	N/A
Application to Pay Filing Fee in Installments		Filing fee is paid	3A
Voluntary Petition	✓		1

Chapter 13 - Adjustment of Debts of an Individual with Regular Income			
Required Lists, Schedules, Statements and Fees	Minimum Filing Requirement	Exception to Filing Requirement (<u>Minimum Requirement Exception Only</u>)	Form # (Official Form Unless Noted)
Exhibit D, or Certificate of Credit Counseling, or Certificate of Exigent Circumstances, or Request for a determination by the court that the debtor is unable to complete a credit briefing	✓	Debtor is not an individual	1, Exhibit D
		Debtor files a <u>certificate of exigent circumstances</u> , or a request for determination	UST's Certificate of Counseling
		Debtor files a certificate of credit counseling, or a request for determination	N/A
		Debtor files a certificate of credit counseling, or a <u>certificate of exigent circumstances</u>	N/A
Mailing Matrix (<i>Names and addresses of all entities from Schedules D, E, F, G, and H</i>)	✓		Local Form (see Appendix)
Notice to Individual Debtor with Primarily Consumer Debts		Deposit in mail to debtor prior to case opening if missing.	1
Notice to Debtor by "bankruptcy petition preparer"	✓	No petition preparer involved	19B
Statement of Social Security Number	✓		Local Form (see Appendix)
Statement disclosing compensation paid or to be paid to a "bankruptcy petition preparer"	✓	No petition preparer involved	B 280
Statement of Current Monthly Income, etc.			22C
Schedules A, B, C, D, E, F - assets and liabilities			6
Schedule G - executory contracts and unexpired leases			6
Schedules I and J - current income and expenditures			6
Summary of Schedules (with Statistical Summary of Certain Liabilities and Related Data)			6
Statement of Financial Affairs			7
Declaration Concerning Debtor's Schedules			6

Chapter 13 - Adjustment of Debts of an Individual with Regular Income			
Required Lists, Schedules, Statements and Fees	Minimum Filing Requirement	Exception to Filing Requirement (<u>Minimum Requirement Exception Only</u>)	Form # (Official Form Unless Noted)
Chapter 13 Plan			Local Form (see Appendix)
Statement disclosing any reasonably anticipated increase in income or expenditures over the 12-month period following the date of the filing of the petition			N/A
Statement of the amount of monthly net income, itemized to show how the amount is calculated			6J

Chapter 15 - Ancillary and Other Cross-Border Cases			
Required Lists, Schedules, Statements and Fees	Minimum Filing Requirement	Exception to Filing Requirement (<u>Minimum Requirement Exception Only</u>)	Form # (Official Form Unless Noted)
Filing Fee of \$1,039.00, or Application to Pay Filing Fee in Installments	✓	<u>Form 3A is filed</u> Filing fee is paid	N/A 3A
Voluntary Petition	✓		1
Mailing Matrix (<i>Names and addresses of all entities from Schedules D, E, F, G, and H. Additionally: List containing the name and address of all administrators in foreign proceedings of the debtor. List of all parties to any litigation in which the debtor is a party and that is pending in the United States at the time of the filing of the petition. List of all entities against whom provisional relief is being sought under § 1519</i>)			Local Form (see Appendix)

Appeal			
Required Documents and Fees	Minimum Filing Requirement	Exception to Filing Requirement (<u>Minimum Requirement Exception Only</u>)	Form # (Official Form Unless Noted)
Notice of Appeal, Certification of Direct Appeal to Court of Appeals, Cross Appeal, or Motion for Leave of Appeal	✓		17
Certificate of Service			N/A
Notice of Appeal Fee of \$5.00	✓	The litigant is granted <i>in forma pauperis</i> status	
Docketing fee of \$250.00	✓	If the U.S. is the appellant; or Form 281 is filed; or motion for leave to appeal is filed. Fees may be deferred for trustees and debtors in possession.	
Fee of \$200.00 due upon an order granting permission to appeal from Court of Appeals	✓		

Adversary Proceeding

Required Documents and Fees	Minimum Filing Requirement	Exception to Filing Requirement (<u>Minimum Requirement Exception Only</u>)	Form # (Official Form Unless Noted)
Complaint	✓		N/A
Filing fee of \$250.00	✓	Action commenced by the debtor in a chapter 7, 13 or a debtor in possession acting for the benefit of an individual debtor. If Form 281 is filed. Fees may be deferred for trustees.	N/A
Adversary Proceeding Cover Sheet			104
Summons and Notice of Pretrial Conference*			250B

*Comment: (1) You may type the Clerk's name on the signature line (the Clerk's signature is not required) (2) Complete the summons down to the line:
 If you make a motion..." (3) The summons will be returned to you for service.

REQUIREMENTS FOR FILING A MASTER LIST (MATRIX)

In order to process matrices more efficiently, the Clerk requests that debtors file creditor matrices by e-mail. It is not necessary to file a verification of the creditor matrix in this district.

1. **E-Mail Guidelines**

- a. The e-mail address is `wieb_matrices@wieb.uscourts.gov`
- b. The subject line must contain the debtor's name.
 - i. If the matrix is amended or submitted to satisfy a deficiency, add the case number to the subject line.
- c. Only one matrix is to appear in each e-mail.

2. **File Attachment**

- a. The file must be named: **matrix** and saved in an ASCII format.

3. **Information Contained in the File**

- a. Each name/address block must consist of no more than five lines, with one blank line between each name/address block.
- b. Each line must consist of no more than 40 characters.
- c. City, state and zip code must be on the last line.
- d. A nine-digit zip code, if used, must include a hyphen separating the two groups.
- e. Account numbers, if used, must not appear on the first or the last line in a name/address block.
- f. **Do not include** the following names in the file:
 - i. Debtor/Joint Debtor,
 - ii. Attorney for the Debtor, or the
 - iii. Office of the United States Trustee, for the Eastern District of Wisconsin.
- g. Use upper and lower case type, first letter capitalization of proper names, etc.
- h. Do not use bold type or a font size smaller than 10.
- i. Use a single column format with left margin justification. Do not center the name/address block.

4. **Disk Guidelines²**

- a. Submit a 3 ½ inch or CD-Rom disk.
- b. Label the exterior of the disk with the debtor's last name and creditor count.
- c. Adhere to the guidelines listed above for **File Attachment** and the **Information Contained in the File**.

5. **Paper Format** - accepted only in extenuating circumstances.

- a. Paper matrices **must be typed** and must adhere to the guidelines listed above for the **Information Contained in the File**.
- b. Number the reverse side of each page (1 or 2; 2 of 2).

² Disks will not be returned unless a self addressed, stamped return envelope is provided.

- c. List the debtor's name on the reverse side of each page.
- d. Do not use:
 - i. Non-standard paper such as onion skin or colored paper,
 - ii. Paper size other than 8 ½ X 11,
 - iii. Unreadable type or print styles such as proportionally spaced fonts or exotic fonts,
 - iv. Dot matrix printing, or
 - v. Extra marks on the front of the page, such as a letterhead, dates, debtor's names, stains or handwritten marks.

6. Example of a Matrix

Name of Creditor Number One
Attention: Office Manager
123 South Your Street
Milwaukee, WI 53202

Name of Creditor Two
C/O Attorney Smith
456 West Street
Milwaukee, WI 53202-4581

Name of Creditor Three
P.O. Box 789
Milwaukee, WI 53202-0789

Name of Creditor Four
1011 East Lake Avenue
Milwaukee, WI 53202

MISCELLANEOUS FEE SCHEDULE³

1. Motion to **Abandon Property** of the estate under Fed. R. Bankr. P. 6007. \$150.00
2. **Amendment⁴** to the debtor's schedule of creditors (D-E-F), lists of creditors, matrix or mailing lists, for each amendment. \$ 26.00
3. Filing of any separate or joint **notice of appeal** or application for appeal or upon the receipt of any order allowing, or notice of the allowance of an appeal or a writ of certiorari, \$5.00 shall be paid to the clerk of the court by the appellant or petitioner in a bankruptcy code case. \$ 5.00
4. **Appeal: Docketing** a proceeding on appeal or review from a final judgment of a bankruptcy judge pursuant to 28 USC §158(a) and (b). A separate fee shall be paid by each party filing a notice of appeal in the bankruptcy court, but parties filing a joint notice of appeal in the bankruptcy court are required to pay only one fee. If a trustee or debtor in possession is the appellant, the fee should be payable only from the estate and to the extent there is any estate realized. Upon notice from the court of appeals that a direct appeal from the bankruptcy court has been authorized, the appellant shall pay: \$200.00
5. **Appeal: Docketing a cross appeal** from a bankruptcy court determination, the fee shall be the same amount as the fee for docketing a case on appeal or review to the appellate court. \$250.00
6. Motion to terminate, annul or modify the **Automatic Stay⁵** under 11 USC §362(a). \$150.00

³ This is an excerpt of the Bankruptcy Court's Miscellaneous Fee Schedule, issued in accordance with 28 USC §1930(b).

⁴ The fee does not apply when changing the address of a listed creditor, or adding the name and address of an attorney for a listed creditor.

⁵ No fee is to be charged if a motion for relief from the automatic stay is filed by a child support creditor or representative of such creditor who files AO Form B281.

7.	Certification of any document or paper whether the certification is made directly on the document or by separate instrument.	\$ 9.00
8.	Complaint ⁶ : To file a complaint/adversary proceeding.	\$250.00
9.	Upon filing a motion or notice to Convert ⁷ a case from:	
a.	Chapter 7 to chapter 11	\$755.00
b.	Chapter 7 to chapter 12	\$ 0.00
c.	Chapter 7 to chapter 13	\$ 0.00
d.	Chapter 11 to chapter 7	\$ 15.00
e.	Chapter 12 to chapter 7	\$ 60.00
f.	Chapter 12 to chapter 11	\$800.00
g.	Chapter 12 to chapter 13	\$ 35.00
h.	Chapter 13 to chapter 7	\$ 25.00
i.	Chapter 13 to chapter 11	\$765.00
j.	Chapter 13 to chapter 12	\$ 0.00
k.	Split a joint chapter 13 case and convert the split portion to chapter 7 (including the \$25.00 conversion fee).	\$260.00
10.	Copy of any record or paper (per page).	\$.50
11.	Copy of any record or document accessed electronically at a public terminal ⁸ (per page).	\$.10
12.	Exemplification of any document or paper, twice the amount of the fee for certification.	\$ 18.00
13.	Filing or indexing any document not in a case or proceeding for which a filing fee has been paid.	\$ 39.00
14.	Motion to:	
a.	Abandon property of the estate under Fed. R. Bankr. P. 6007.	\$150.00
b.	Motion to terminate, annul or modify the Automatic Stay ⁹ under 11 USC §362.	\$150.00

⁶ If a child support creditor or its representative is the plaintiff, and if such plaintiff files AO Form B281, no fee is required. If a debtor is the plaintiff, no fee is required.

⁷ In the event that a case is converted to a chapter with a lower filing fee, no refund will be given.

⁸ Excerpt from the Electronic Public Access Miscellaneous Fee Schedule (EPA Fee Schedule).

⁹ No fee is to be charged if a motion for relief from the automatic stay is filed by a child support creditor or representative of such creditor who files AO Form B281.

c.	Withdraw reference under 28 USC §157(d).	\$150.00
d.	Reopen a Bankruptcy Case ¹⁰ : a fee shall be collected in the same amount as the filing fee prescribed by 28 USC §1930(a) for commencing a new case on the date of the reopening.	
i.	Chapter 7	\$260.00
ii.	Chapter 11	\$1,000.00
iii.	Chapter 12	\$200.00
iv.	Chapter 13	\$235.00
v.	Chapter 15	\$1,000.00
15.	Notice Fee : if incurred prior to January 1, 1998 (per page).	\$.50
16.	Record : Retrieve a record from the Federal Records Center.	\$ 45.00
17.	Reproduction of recordings of proceedings, regardless of medium.	\$ 26.00
18.	Returned check.	\$ 45.00
19.	Search : Of the records (per name or item searched). This fee shall apply to service rendered on behalf of the United States if the information requested is available through electronic access.	\$ 26.00
20.	Split Cases : To split a joint case into two separate cases. Equal to the current filing fee.	
a.	Chapter 7	\$260.00
b.	Chapter 11	\$1,000.00
c.	Chapter 12	\$200.00
d.	Chapter 13	\$235.00
e.	Split a joint chapter 13 case and convert the split portion to chapter 7 (including the \$25.00 conversion fee).	\$260.00
21.	Motion to Withdraw reference under 28 USC §157(d).	\$150.00

¹⁰ The exemption from paying the fee to reopen a case can be applied in only two situations. These two situations are: (1) reopening a case to permit a party to file a complaint to obtain a determination under Rule 4007(b), or, (2) reopening a case when a creditor is violating the terms of the discharge under 11 U.S.C. § 524.

**Guidance Regarding Tax Information
Under 11 U.S.C. § 521**

I. No tax information filed with the bankruptcy court or otherwise provided by the debtor will be available to the public via the Internet, PACER, or CM/ECF.

In order for tax information to be electronically entered into a court's CM/ECF system, the "tax information" event must be selected from the CM/ECF event list. The "tax information" event limits access to the filed tax information to those users assigned "court" logins (*i.e.*, judicial officers and court employees). All other users (including PACER users) will be limited to viewing a docket event on the docket report indicating that tax information has been filed. These other users will not be able to open and view the tax information.

II. Debtors providing tax information under 11 U.S.C. § 521 should redact personal information as set forth in the Judicial Conference's Policy on Privacy and Public Access to Electronic Case Files.

The debtor should take the following steps to redact personal identifiers in any tax information filed with the court or provided to the trustee or creditor(s), in either electronic or paper form:

- **Social Security numbers.** If an individual's social security number is included, only the last four digits of that number should appear;
- **Names of minor children.** If a minor child(ren) is/are identified by name, only the child(ren)'s initials should appear;
- **Dates of birth.** If an individual's date of birth is included, only the year should appear; and
- **Financial account numbers.** If financial account numbers are provided, only the last four digits of these numbers should appear.

Court employees are not responsible for redacting any of the personal identifying information. The responsibility for redacting personal identifiers rests solely with the debtor.

III. Procedure for requesting and obtaining access to tax information filed with the bankruptcy court under 11 U.S.C. § 521(f).

To gain access to a debtor's tax information under 11 U.S.C. § 521(f), the United States trustee, trustee, or party in interest, including a creditor, must follow the procedures set forth below.

A written request that a debtor file copies of tax returns with the court pursuant to 11 U.S.C. § 521(f) shall be filed with the court and served on the debtor and debtor's counsel, if any.

In order to obtain access to debtor's tax information that is filed with the bankruptcy court, the movant must file a motion with the court, which should include:

- a description of the movant's status in the case, to allow the court to ascertain whether the movant may properly be given access to the requested tax information;
- a description of the specific tax information sought;
- a statement indicating that the information cannot be obtained by the movant from

- any other sources; and
- a statement showing a demonstrated need for the tax information.

IV. Access to tax information when a motion for access has been granted.

When access to tax information has been granted by court order, transmission of the tax information to the movant, by whatever means the court deems appropriate, will be recorded as a docket event in CM/ECF so that the docket will reflect that the clerk has taken the action necessary to effect the provisions of the court's order granting access.

COURT POLICY REGARDING PRESUMED REASONABLE FEES

LR 2016.1, previously adopted by this court states:

Presumed Reasonable Fee in Chapter 13. A fee of \$1500 or less may be allowed as an administrative expense in a chapter 13 case without a formal fee application.

This policy supplements Fed. R. Bankr. P. 2016 and 2017 providing for compensation for services rendered and for examination of a debtor's transactions with an attorney. The bankruptcy judges in this district have determined that for cases filed on or after October 17, 2005, this presumed reasonable fee shall be \$2500, and the former local rule should be deleted. No formal fee application shall be required if the fee for the chapter 13 case is \$2500 or less, and there is no objection to the fee.

If a party in interest, including the debtor or trustee, requests that the court determine the actual reasonable fee in a particular case, or the court on its own motion decides such a determination is appropriate under the circumstances, the attorney shall submit a detailed fee application in accordance with LR 2016, and a hearing to determine the reasonable fee shall be held. The burden of proving the requested fee is reasonable shall be on the attorney.

For motions filed after October 17, 2005, the presumed reasonable fee in a chapter 7 or 13 case for an attorney filing an initial motion of a creditor for relief from the automatic stay shall be \$700, plus filing fee, which may be added to the creditor's claim if provided by the mortgage or other security agreement between the parties. If a party in interest objects to the fee, the court shall determine the amount of the claim.

SECTION TWO

FORMS

Bankruptcy Forms

Official Bankruptcy Forms and Director's Procedural Forms

The Administrative Office of the United States Courts publishes a Bankruptcy Forms Manual as a service to the public and the courts. The manual contains the Official Bankruptcy Forms prescribed by the Judicial Conference of the United States under authority granted in Federal Rule of Bankruptcy Procedure 9009. It also contains procedural forms issued by the Director of the Administrative Office under authority granted in Bankruptcy Rule 9009. The manual has references to, and explanations of, the law and rules that govern the use of each form, and instructions for completing each form. It can be located at <http://www.uscourts.gov/bkforms/>.

Local Forms

The Eastern District has a number of local forms that supplement the Official and Director's forms. These locally developed forms are published in this appendix and are available on the court's web site at <http://www.wieb.uscourts.gov>.



*United States Bankruptcy Court
Eastern District of Wisconsin
Office of the Clerk*

CHANGE OF ADDRESS - CREDITOR

Debtor's Name(s): _____ Case Number: _____
_____ Chapter: _____

Creditor's Name: _____

Old Address: _____
Street Address

City, State and Zip Code

New Address: _____
Street Address

City, State and Zip Code

Change
Requested By: _____
Print or Type Name

Signature

☐ This notice is provided pursuant to 11 USC § 342(e)(1), and the address provided above supersedes any previous address provided for this creditor in this case.



*United States Bankruptcy Court
Eastern District of Wisconsin
Office of the Clerk*

CHANGE OF ADDRESS - DEBTOR

Debtor's Name(s): _____ Case Number: _____

_____ Chapter: _____

New Address: _____
Street Address

City, State and Zip Code

Change
Requested By: _____
Print or Type Name

Signature

Printed Name of Submitting Law Firm or Attorney



United States Bankruptcy Court
Eastern District of Wisconsin
Office of the Clerk

CREDIT CARD AUTHORIZATION FORM

I hereby authorize the United States Bankruptcy Court of the Eastern District of Wisconsin to charge the credit card listed below for payment of fees, costs, fines and expenses which are incurred by the authorized users listed below. I certify that I am authorized to sign this form on behalf of my law firm.

Cardholder Name: _____

Signature: _____ **Date:** _____

Names of individuals authorized to use account number listed below (include cardholder name, if authorized user):

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Law Firm/Sole Practitioner Name: _____

Address: _____

Telephone Number: _____

Receipts should be mailed to: _____
(Name of individual)

☐ Mastercard ☐ Visa ☐ American Express ☐ Discover ☐ Diners Club

Account Number: _____ **Exp. Date:** _____

Mail the original of the form to: Clerk, U.S. Bankruptcy Court, Personal and Confidential: Financial Specialist, 517 East Wisconsin Avenue, Room 126, U.S. Courthouse, Milwaukee, WI 53202-4581. The original of this form will be maintained in a secured location.

This form will be kept on file and remain in effect until specifically revoked in writing. It is the responsibility of the law firm named above, to submit a new form and notify the Clerk, in writing, of any changes to authorized users, new expiration date when the card has been renewed, change of information (e.g. card has been revoked, canceled or stolen), or a change in address or phone number.

UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF WISCONSIN

In re _____,
Debtor

Case No. _____
Chapter _____

DEBTOR'S CERTIFICATION FOR FILING CASE WITHOUT CREDIT BRIEFING

[Complete one of the following statements.]

✓ I/We, _____, the debtor(s) in the above-
(Printed Name(s) of Debtor and Joint Debtor, if any)
styled case hereby certify that on _____ I/we attempted to obtain a pre-filing
(Date)
briefing outlining opportunities available for credit counseling and assisting in related budget
analysis from _____, but the named agency was unable to provide me
(Name of Agency Contacted)
with such briefing within five days of the request and before my/our personal circumstances required that the
case be filed to avoid financial harm. The circumstances requiring filing before the briefing are as follows:

I/We understand that the briefing required by 11 U.S.C. § 109(h) must be completed, and a certificate of the agency providing services and the debt repayment plan, if any, shall be filed with the court within 30 days of filing the petition, except that the court may extend the time for completing the briefing and filing the certificate for no more than an additional 15 days if the debtor(s) file a request stating the reasons for the extension in writing before the expiration of 30 days from the date of filing.

- or -

I/We _____, the debtor(s) in the above-
(Printed Name(s) of Debtor and Joint Debtor, if any)
styled case hereby certify that no pre-filing briefing is required because:

[Check the appropriate box.]

- ☐ I am/We are incapacitated or disabled, as defined in 11 U.S.C. § 109(h); or
- ☐ I am/We are on active military duty in a military combat zone.

Signature of Debtor: _____ Signature of Joint Debtor: _____

Date: _____

Date: _____

Model Chapter 13 Plan

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Statement of Disclosure

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**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF WISCONSIN**

In re _____,)
) Case No. _____
)
Debtor)
) Chapter _____
)

STATEMENT OF SOCIAL SECURITY NUMBER(S)

1. Name of Debtor (Last, First, Middle): _____
/ / Debtor has a Social Security Number and it is _____ - _____ - _____
/ / Debtor does not have a Social Security Number.
2. Name of Joint Debtor (Last, First, Middle): _____
/ / Joint Debtor has a Social Security Number and it is _____ - _____ - _____
/ / Joint Debtor does not have a Social Security Number.
3. Name of Spouse if not a Joint Debtor (Last, First, Middle): _____
Address _____

/ / Spouse has a Social Security Number and it is _____ - _____ - _____
/ / Spouse does not have a Social Security Number.

I declare under penalty of perjury that the foregoing is true and correct.

X _____
Signature of Debtor Date

X _____
Signature of Joint Debtor Date

**Check the appropriate boxes above and provide the required information.*

**Joint Debtors must provide information for both spouses.*

**Debtor must provide information for non-filing spouse.*

**If Debtor, Joint Debtor or Non-Filing Spouse has more than one Social Security Number, state all.*

Penalty for making a false statement: Fine of up to \$250,000 or up to 5 years imprisonment or both. 18 U.S.C. §§ 152 and 3571.